

# **SAN MATEO COUNTY OFFICE OF EDUCATION**

## **Coordinator, Early Learning Quality and Inclusion**

### ***Overview:***

Under the direction of the Executive Director of Early Learning Support Services (ELSS), plan, organize and coordinate the operations and activities of the First Five San Mateo Quality and Inclusion grant, CDE Inclusion grant and other quality improvement initiatives; provide leadership and coordinate communications, meetings, budgets, grants, data collection, and project reporting requirements, collaborate with program staff, schools, and community partners in project planning, implementation and project evaluation activities; serve as a technical resource and liaison to staff and community partners on early learning initiatives; supervise and evaluate the performance of assigned personnel.

### ***Essential Functions:***

- Ensure quality preschool services for all children by implementing project objectives that promote significant improvement in school readiness and achievement of children of color, children living in poverty, English learners and children with special needs and disabilities;
- Work with the ELSS Executive Director in managing the initiatives, including budget development, compliance monitoring, data and fiscal reporting;
- Plan, organize, and manage the timely and effective implementation of initiative's operations and activities including services provided by subcontractors and consultants;
- Work with staff and partner agencies to implement and refine initiative goals and objectives; coordinate the development of policies, procedures, and plans for human and resource allocations;
- Develop subcontract documents and serve as lead for subcontractor and consultant agreements needed to implement the initiatives;
- Provide leadership, coordinate and facilitate communications, meetings, reporting functions, partnerships and information;
- Provide consultation and technical assistance to subcontractors, administrators, and personnel and outside agencies; respond to inquiries, assure proper and timely resolution of issues or concerns related to initiatives policies and procedures, and modify services to ensure compliance with required standards;
- Research information and prepare project funding proposals; develop, write and review agreements with outside service providers; participate in contract monitoring procedures and ensure subcontractor compliance with project policies and procedures;

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- Prepare and maintain a variety of records, reports and files related to financial activity, budgets, grants, contracts, meetings, and assigned duties; assure mandated reports are submitted to appropriate administrator, funding agency or governmental organization in accordance with established time lines and requirements;
- Establish, develop and maintain partnerships with community resources and outside agencies to facilitate and enhance support the Early Learning field;
- Plan, schedule, coordinate and arrange meetings according to established time lines and requirements; prepare and develop meeting agendas; assure proper recording of meeting minutes; attend and participate in The Big Lift and other meetings related to Quality Improvement Initiatives; present materials, data, research and information related to needs, issues, operations and activities;
- Develop annual preliminary budgets for Quality Improvement Initiative contracts; analyze financial data and reports and authorize expenditures;
- Provide consultation and technical assistance to contractors, personnel, administrators, outside agencies and others relating to Early Learning quality initiatives' services; respond to inquiries and provide detailed and technical information;
- Monitor the quality of preschool programs participating in Quality Initiatives to assure compliance with established standards, requirements and contract specifications; visit preschool sites to observe classroom activities, confer with assigned consultants and staff, provide technical support, review documentation and assure child development needs are being met; identify and assure proper and timely resolution of compliance issues;
- Develop, implement and conduct staff development, and public information activities concerning Early Learning Quality Improvement Initiatives; prepare and deliver oral and written presentations using a variety of media, to explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques;
- Maintain current knowledge of educational methods, research, practices and standards related to quality early childhood education and related laws, codes, and regulations;
- Participate in a variety of community outreach activities to facilitate and enhance community awareness of Early Learning Quality Improvement Initiatives; prepare and distribute a variety of promotional and informational materials;
- Manage assigned contracts and grants and budgets and reports to funders on contract deliverables;
- Act as project liaison within the community representing the County Office of Education;

- Act as project liaison within the community representing the Big Lift and County Office of Education;
- Supervise and evaluate the performance of assigned personnel.

***Knowledge/Skills/Abilities:***

**Knowledge of:**

**Administration and Management** - Program planning, project management, budget development, fiscal accountability, compliance monitoring, supervision and staff development, performance evaluation; fundraising and grant writing; project recordkeeping and reporting.

**Professional Development** - Coaching/mentoring strategies; training techniques; training content development; meeting facilitation.

**Early Learning Educational Practices** - Research and best practices in early learning and the childcare landscape in California including licensing requirements; education alignment strategies within the pre-K learning environment; CA Preschool Learning Foundations and Curriculum Frameworks; state and federal subsidy programs, and existing quality improvement systems and programs.

**Educational and Programmatic Assessment** – Methods of child screening, observation and assessment including the California Desired Results Developmental Profile System, and methods of early learning program improvement including Quality Rating and Improvement System (QRIS) frameworks.

**Program Evaluation** – Current research tools and standards for measuring quality in early learning programs and services; data systems, data collection, analysis and reporting.

**Collective Impact** - Collaborative partnership development strategies.

**Communications** - Communication and information dissemination strategies techniques. Written, oral, social and visual media options.

**Skill/Ability to:**

**Project Coordination** – Develop scope of work to meet initiative goals and objectives; establish service activity timelines and measurable outcomes; establish collaborative partnerships with community agencies.

**Active Listening/Learning** – Give full attention to what other people are saying, taking time to understand points being made and asking questions as appropriate; understand implications of new information for both current and future problem-solving and decision-making.

**Training/Coaching** - Identify the developmental/coaching needs of others; develop training programs or classes; deliver instruction to improve knowledge and skills; motivate, develop and direct people as they work.

**Organizing/Planning/Problem Solving** - Develop project goals and objectives; organize and prioritize project activities to accomplish objectives; analyze information, evaluate results and choose the best solution and solve problems; meet schedules and time lines.

**Group Process** – Facilitate group strategy and decision-making meetings; lead collective impact group participants to achieve desired results and outcomes.

**Oral/Written Expression** - Express complex information in an understandable and effective way; make public presentations and present seminars to small and large groups of people; write clearly, accurately and effectively.

**Interpersonal** - Establish rapport and maintain effective work relationships with diverse groups of people including children and families; work collaboratively and communicate effectively exhibiting tact and patience; navigate differences of opinion and resolve conflicts.

**Technical** - Manage data and create presentations using MS word, Excel, and PowerPoint software.

**Supervision** – Perform effective staff supervision, performance management and employee development.

***Qualifications:***

Any combination of education and experience equivalent to:

**Education:**

Bachelor’s degree in early childhood education, human development, social science or related field. A special education degree or specialization and a CA Child Development permit are preferred.

**Experience:**

Three to four years of professional-level experience in an organization serving at-risk families with young children including responsibility for program coordination, project planning and management, fiscal oversight, grants management, and project evaluation.

***Physical Demands:***

**Vision** sufficient to read a computer screen and small print in computer manuals.

**Hearing** sufficient to understand verbal communication over the phone or in person.

**Speaking** sufficient to communicate information over the phone and to both small and large groups of people.

**Dexterity** of hands and fingers sufficient to operate a computer keyboard.

**Sitting/Standing** for extended periods of time while on school site visits, conducting meetings, and delivering seminars.

**License:** California Driver License

Personnel Commission Approval:  
September 9, 2020

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